

Guidelines for the Rehabilitation of Designated Historic Resources

Second Edition

Compiled and Edited by Karen Russell





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MAY - 5 1993



The Alberta
Association of
Architects

Alberta
COMMUNITY DEVELOPMENT

Acknowledgements

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An Introduction to Cultural Resource Management

Learning From Our Past

People have always understood the importance of memory - recording events and retaining objects from our past gives more meaning to our present and future. The pride and progress of every individual and every culture is intimately and irreversibly connected with the passage of time. And nowhere are cultural traditions and values more visible than in the built environment.

The built environment may include a wide range of resources, from roadbeds and factories to houses and monuments. Despite their architectural and functional differences, all are inextricably tied to both the natural environment and the culture in which they were built. This combination of historic and cultural resources arranged within the natural environment is often referred to as the "cultural landscape".

Due to distinctive architectural features or association with famous citizens and past events, some resources acquire a significance which establishes them as important landmarks in the community or for the whole country. The deterioration or loss of such landmarks can severely erode the sense of time and place which are so essential to personal and cultural identity. For this reason, in the collective interest of society, there have been efforts throughout the centuries to conserve the symbols of the past for the benefit of subsequent generations. Our architectural landmarks are irreplaceable resources of our past and must be respected and protected in order to survive the demands of an ever-changing society. This philosophy is the foundation of **preservation** movements throughout the world.

Historic preservation can be seen as another component of our growing environmental consciousness. Preserving the built environment through "recycling" is one more step towards good stewardship of the earth's finite resources.

The Need For Design Criteria

Unfortunately, it has not always been possible to save our ageing sites and buildings from demolition or unnecessary harm. Economic and technological pressures have both played a part in determining the fate of our historic buildings. Many buildings have been lost due to development or neglect. Others exist but are barely recognizable due to substantial alterations and additions that have been applied over their lifetime. Modern improvements in such areas as energy efficiency and fire codes have made **rehabilitation** of historic buildings virtually mandatory in some cases. Owners of **heritage** properties understandably want to adapt their surroundings so that they reflect today's standards of comfort and convenience. However, at some point, questions must be asked about the consequences of such evolutionary changes on both the visual and cultural features of a building. What kinds of treatments severely threaten the integrity of a building? At what level do alterations or additions obscure the original meaning or function of the structure? What kind of practices should be followed to help conserve and maintain older buildings? These kinds of questions have ultimately led preservationists to seek established standards for preservation practice. This manual has been designed to help explain the criteria and guidelines that have been established by the Historic Sites and Archives Service of Alberta Community Development to help owners make decisions concerning the rehabilitation of their historic buildings.

1.0 Using This Manual

1.1 Purpose

It is the role of the Minister of Community Development and the staff of Historic Sites and Archives Service to guide owners of designated **historic resources** towards appropriate rehabilitation practices in order to ensure that their historic properties are properly respected and maintained. However, it is often not just the owners of such properties who are making the decisions which affect historic resources. This manual is designed to be of help to all of those who, at some time, are in a position to affect the future of an historic resource. This group may include building owners, tenants, architects, engineers, builders, developers, consultants or provincial and municipal authorities.

The purpose of the manual is not to attempt to address every situation that may arise within a specific rehabilitation project, but to provide general direction with respect to commonly encountered situations and rehabilitation issues in older buildings. Owners of designated buildings are required to give notice to the Minister of their intention to alter or rehabilitate their structures. Therefore, it is important that the criteria used by the Department to determine the outcome of the approval process be familiar to all who could potentially become involved in a preservation project. These criteria are presented later in this manual.

To complement the criteria, a comprehensive set of design guidelines describing appropriate rehabilitation practices follow the criteria. While the criteria may be seen as a set of general principles or rules of thumb that govern historical properties, the guidelines describe, in greater detail, which practices are acceptable and which are generally inappropriate for the treatment of historical resources. In effect, this manual guides the reader through the process of conducting a project from planning and design to obtaining ministerial approval.

1.2 How To Use

For easy reference, sections of this manual have been denoted by logos. Following a brief introduction, the remaining sections describe the necessary steps of a successful preservation project. Throughout the manual the term 'should' is meant to be interpreted as a strong recommendation while the term 'shall' implies a legal obligation to comply with the action according to the Historical Resources Act. These obligations are more specifically reviewed in Section 2 of this manual. *For the benefit of the reader, all italicized words are defined in a glossary of preservation terms in Appendix I of this manual.*

2.0 The Legal Basis for Designation

In Alberta, historic resources exist in many forms. They may be works of either nature or man and may be found above or below the surface of the ground. When a structure is designated as an historic resource the entire site, including the property on which it rests, is generally afforded the same measure of legal protection. Archaeological resources such as old foundations or palaeontological resources such as fossilized remains may also exist on the site and must be protected along with the structures that lie on the property.

The authority of the provincial government to protect historical resources resides in the Historical Resources Act of 1980 (revised in 1987). The Act defines the mandate and regulatory power of the Minister of Community Development to protect and maintain Alberta's historic resources.

However, for the purposes of this manual, the preservation and rehabilitation of **buildings** will be the primary focus of the recommendations. Often, we tend to deem as most significant those structures which exhibit the finest display of architectural detailing or boast of association with famous historical events or persons. Culturally, however, the most humble dwelling or obsolete factory may embody the spirit of the community with as much meaning. Generally, the guidelines in this manual apply to standard public, commercial and residential structures. However, in rural and urban Alberta, historic buildings include private homes, retail structures, banks, churches, factories and engineering structures such as bridges and aqueducts. The architectural and design guidelines set forth in this manual can be modified and adapted to apply to any of these types of structures.

The authority of the provincial government to protect historic resources resides in the Historical Resources Act of 1980 (revised in 1987). The Act defines the mandate and regulatory power of the Minister of Community Development to protect and maintain Alberta's historic resources. As stated in the Act, "the Minister is responsible for a) the co-ordination of the orderly development, b) the preservation, c) the study and **interpretation**, and d) the promotion of appreciation of Alberta's historic resources." These responsibilities are administered by the Minister's staff at the Historical Resources Division of Alberta Community Development. The Board of the Alberta Historical Resources Foundation, appointed by the Lieutenant Governor in Council, provides grants to a wide variety of local heritage projects and advises or

makes recommendations to the Minister on historical designation appeals.

One of the ways in which the Minister may choose to protect significant sites in Alberta is through designation. Designation serves both to recognize the significance of a site and protect it legally. When the designation of a site includes any land, the order designating it is registered on the appropriate certificate of title. Any proposed action which would destroy, disturb, alter, restore, or repair any historic resource or the land that is subject to the order, cannot occur without giving the Minister formal notification. In some cases, written approval from the Minister is required before beginning any action which may affect the integrity of the site. The legal requirements which follow from designation begin as soon as the Minister serves a "Notice of Intent" to the owner to designate a resource.

2.1 Designated Historic Resources

A number of factors are taken into consideration to determine if an historic resource merits designation under the provisions of the Historical Resources Act. These relate to its architectural and historical significance within the province. In the province of Alberta, there are three levels of designation under which an historic resource might qualify: i) **Registered Historic Resource**; ii) **Provincial Historic Resource**; and iii) **Municipal Historic Resource**. While Registered Historic Resource designation provides some measure of protection, Provincial Historic Resources are afforded more protection under the Act. A Registered Historic Resource is generally not considered as significant provincially as a Provincial Historic Resource. Municipal Historic Resources are the responsibility of the municipal council in which the property is located. Specific inquiries regarding Municipal Historic Resources should be directed towards the planning departments of individual municipalities.

Historic resources may potentially be designated by three levels of government - federal, provincial, and municipal. The Alberta Historical Resources Act provides for the protection of historic resources at both the provincial and

Each designated historical building is marked with a blue or green plaque to denote it as a Provincial or Registered Historic Resource respectively.





Calgary City Hall is a prominent landmark built from local sandstone which was designated as a Provincial Historic Resource in 1978.

municipal levels. Historic resources designated at the federal level must be of national significance. The designation is made by the Minister of the Environment, on the recommendation of the Historic Sites and Monuments Board of Canada. Sites are commemorated by a plaque. Some may be eligible for assistance under the National Cost-Sharing program.

Registered Historic Resource

If a building has been designated as a Registered Historic Resource, the owner is required to notify the Minister prior to repairing or in any way altering the building. After the Minister has received notice of the owner's intention to make alterations to the building, no work can begin on the property until 90 days have passed unless the Minister consents to action earlier. This gives the Minister time to evaluate the proposal and make recommendations to the owner on the appropriateness of his intended actions. It also gives the Minister an opportunity to seek greater protection for the resource by investigating its merits for designation as a Provincial Historic Resource.

Provincial Historic Resource

If a building has been designated as a Provincial Historic Resource, no action or work can be performed on the building without prior approval

in writing from the Minister. Proposals which are consistent with the criteria of the department will be approved as submitted. Proposals which do not meet these criteria may be rejected if the owner does not comply with the recommendations of the department. Further information on project approval for designated resources is provided in the next section of this manual. More detailed information on the role of the Minister and the management of historic resources in Alberta may be obtained by referring to the Alberta Historical Resources Act.

Municipal Historic Resource

A municipality has the power to designate an historic resource as a Municipal Historic Resource. Before undertaking any alterations to the property, approval should, in this case, be sought from the municipality. If alterations are planned for a building which is designated as a Municipal Historic Resource, the municipal planning department should be notified. Buildings designated at this level may also be designated at the Registered or Provincial levels. Factors which influence designation at the municipal level are under the discretionary powers of the municipal council. Therefore, all future reference to historic resources in this manual will specifically relate to those designated as Registered or Provincial Historic Resources.

3.0 Planning For Rehabilitation

For owners of designated registered and provincial resources the need for careful planning and management during the initial stages of the process is critical.

One of the most important aspects of any rehabilitation project is the need for a comprehensive plan which includes goals, objectives, and intended implementation strategies. Although some of these may change over the course of the project, it is vital to have some overall structure and means of monitoring the project from the idea stage to its completion. For owners of designated registered and provincial resources, the need for careful planning and management during the initial stages of the process is especially critical. The Architectural Preservation Services Programme of the Historic Sites and Archives Service is the group responsible for dispensing information and advice on the care and protection of historic properties. They should therefore be contacted as soon as the plans for a project begin to be formulated in order to explain the departmental approval process for a rehabilitation project. This may include referral to the Public Planning Programme of the Historic Sites and Archives Service, where planning assistance for plan formulation and implementation is available. The Architectural Preservation Officer is also responsible for notifying the Archaeological Survey in cases where the rehabilitation project entails any disturbance to the land of the affected property. By conducting a thorough assessment before the project begins, minimal disruption to work schedules should result. Early contact with Architectural Preservation Services is also recommended should there be a need to respond to possible requests associated with departmental notification and approval procedures.

3.1 Levels of Intervention

The standards involved in rehabilitating a building or property have really not changed very much since the need to provide guidance through **conservation** principles was first recognized and adopted over a century ago. While many skills and techniques have changed through advances in technology and an expanded knowledge base, the basic philosophy of conservation has essentially remained the same. This philosophy encourages a general respect for historic resources and is embodied in such long-standing dicta as “retain rather than destroy” and “repair rather than replace”.

The owner of an historic resource usually has alternatives from which to choose when embarking on a rehabilitation project. These range from the meticulous **restoration** of a building to its original appearance to sensitive rehabilitation schemes which incorporate practical design changes. Buildings which are exemplary for historical or architectural reasons are occasionally selected for authentic restoration. Often these are publicly owned buildings that have uses associated with cultural or civic functions such as town halls, museums, or museum villages. Although authentic restoration is often the most meticulous approach to preservation, it is not always the most practical one. Many buildings which have survived intact to the present day are not easily integrated into a contemporary context. A train station or fire hall from the 1890s may be dearly treasured by a community but present day needs and trends have rendered them unsuitable for their original use. Likewise, a century-old house may possess exceptional interior and exterior architectural features, but may not completely fill the needs of a modern family. In these cases, both functional and architectural concessions may have to be made to ensure both their utility and their survival.

The level of **intervention** that is carried out depends on a number of factors. Financial limitations, intended use of the building, state of physical deterioration, and personal taste all play a part in determining the extent to which an owner may wish to alter an historic resource. However, in all rehabilitation projects, regardless of the condition of the building or its intended use, it is important to retain and preserve as many of the building's original features as possible. Irresponsible alteration of a building's original characteristics can severely compromise its integrity as an historic resource. Therefore, extreme care must be taken to keep and protect as many of the building's original components as possible. Each rehabilitation project presents a different, and often complex, set of decision-making opportunities to the owner/developer. However, with careful research and sensitive awareness of the building's special character, a satisfying solution can usually be found.

3.2 Preservation Priorities

Despite the complexities involved in rehabilitation projects, there are a series of basic rules that can provide invaluable direction to owners. The spirit and intent underlying the criteria and guidelines presented later in this manual are reflected in a simple hierarchy of preservation priorities that constitute the fundamental ideals of preservation practice. These are described below in the order in which they should be considered.

1. Identify and Retain: Having identified and researched the background and significance of an historic building, every reasonable effort should be made to retain if not all, then as much of the original historic fabric of the structure as possible. Any alterations to the building could threaten its historic integrity and character and should be avoided.

2. Protect and Maintain: Once the building has been evaluated and its important features and materials retained, then a program of ongoing protection and maintenance must begin in order to ensure its future survival. This would entail as little intervention as possible, but might include such treatments as caulking, mortar replacement, or painting of the exterior. Protection of a vacant site through the application of plywood over openings or the installation of alarm systems to discourage vandals are also examples of acceptable maintenance practices.

3. Repair: If the physical condition of the building has deteriorated to the extent where simple maintenance is not sufficient, then repair work must be initiated. Repair work must not alter, displace or destroy existing materials and features. Guidance for the repair of materials such as metal, wood and masonry will be covered in greater detail in the guidelines.

4. Replace: Only when little or no original material can be salvaged for repair is replacement considered. In these cases, replacement should occur only if documentary or lingering physical evidence clearly indicates the original form and placement of the feature. Replacement should occur using the same materials as the original.

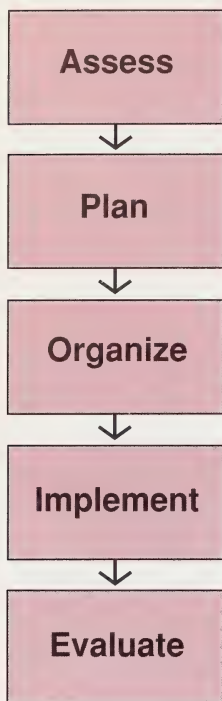
5. Alter/Add: The final consideration in this list of priorities is the option which involves the alteration, redesign or addition of new features to original structures. Although this is the least preferred option, continued use of the building may depend on the ability of the structure to adapt to a new use. It is important, however, that these changes do not radically alter the character-defining features of the building or obscure its original use. Such additions must be evaluated and modified to complement rather than detract from the site. Alterations that involve such changes as new mechanical systems, landscaping, or even the addition of rooms should be designed to enhance the utility of the building while preserving as much of its essential character as possible.



Advice and assistance can be obtained from Historic Sites and Archives Service staff at the early stages of project planning. Here, a local building committee meets with departmental staff.

3.3 The Process

Regardless of the extent of an owner's plans to adapt his or her building, the rehabilitation and preservation of historic buildings demand adherence to a set of steps which can be referred to as the "preservation management process". Before any project is begun, these steps should be identified in order to manage the rehabilitation work effectively from its conceptual stage to its successful completion. The process has been divided into five major steps. These are described as follows in the order in which they should be conducted.



1. Assess

Assessment refers to a thorough survey of the building, its site and its context. This could include an assessment of the following: historical background, potential archaeological resources, role within the community, architectural significance, and structural analysis. It is important that the building's character-defining elements be identified in the assessment. Often, preparation of an historic structure report can help in the assessment process. Recording techniques such as measured drawings and photo documentation could also be useful.

2. Plan

In the planning stage, the objectives of the project should first be determined. Once the site has been assessed, and the objectives of the work have been established, then the methodology, or 'how to' aspects, of the project can be reviewed and selected. Any decisions, however, must take into account the preservation priorities listed earlier. Consultation with Architectural Preservation Services will help focus design decisions at the planning stage.

Only those actions which interfere as little as possible with the integrity and authenticity of the site should be considered. These actions must be incorporated realistically within the stated rehabilitation objectives in order to devise a list of workable alternatives. A preferred alternative can then be selected based on balancing preservation priorities with project objectives. Following submission and Ministerial approval of the necessary forms for the rehabilitation of your designated resource, a work plan can then be developed.

3. Organize

The work plan can only be devised through effective organization and assembly of people and resources. An important aspect in the organization of a project is to ensure that project objectives and financial capabilities are in line with one another. This may involve the selection of qualified craftspeople. Professional advice regarding the project may be sought from a registered architect for workplans which involve substantial structural alteration or construction. A local building inspector should also be contacted in order that

requisite building code regulations are heeded within the planning process. Phasing, scheduling, and financing must all be arranged prior to implementation.

4. Implement

The assembled project team then begins to put the work plan into practice. As always, unanticipated events may require the plan to be altered throughout the process. However, careful reference to design guidelines and professional standards of practice will prevent the occurrence of unfortunate mistakes or delays.

5. Evaluate

A practical and comprehensive evaluation of the project should be conducted following its completion. This will disclose both positive and negative aspects of the project or its management for the benefit of those who might be involved in similar projects in the future.

4.0 Obtaining Ministerial Approval

Under the Alberta Historical Resources Act, there are specific regulations governing the treatment of historic resources that have been designated by Alberta Community Development. The following section will outline the approval process which is required by the Minister before any work may be started on a designated structure.

Since Municipal Historic Resources are the responsibility of municipal councils, only those resources which are designated as Provincial or Registered Historic Resources under the Act are subject to approval requirements established by the provincial government. Copies of the forms, and further assistance regarding their completion and submission, may be obtained by phoning or writing to:

**Architectural Preservation Services
Historic Sites and Archives Service
Alberta Community Development
Old St. Stephen's College
8820 - 112 Street
Edmonton, Alberta
T6G 2P8
Tel: 427-2020**

4.1 Provincial Historic Resources

According to the Historical Resources Act "...No person shall destroy, disturb, alter, restore or repair any historic resource or land that has been designated under this section without the written approval of the Minister...". Therefore, work can only be permitted on a designated Provincial Historic Resource if it conforms to the recommendations of the department.

During the first stages of planning the project, the owner should contact Architectural Preservation Services to obtain the appropriate **Notification of Proposed Action Form**. (See Section 4.4 for more details.) On this form, the owner or project consultant is requested to describe in detail the nature of the work to be carried out on the resource. This should include a review of proposed techniques, materials, scope and timing of the project. Photographic and blueprint documentation to supplement the written description is requested by departmental staff to

assist them in evaluating the potential effects of the proposed work plan on the existing structure.

Following a thorough review of the application and a possible site inspection by trained personnel, the project is discussed by departmental staff and recommendations are made to the Assistant Deputy Minister responsible for the administration of historic resources. The Assistant Deputy Minister may choose to approve or reject certain actions proposed on the application. Occasionally, further investigation may be necessary. For example, if Architectural Preservation Services finds that the project will result in ground disturbances on the site, the Archaeological Survey, Provincial Museum of Alberta, will be contacted to determine whether an archaeological impact assessment may be required.

The owner is notified through a **Project Approval Form** of the Minister's decision. If approval is granted, there may be specific conditions required by the department. If the owner agrees to follow the recommendations of the department, the project may be eligible for financial assistance. Architectural Preservation Services will evaluate the project and tell the applicant what aspects of the project will be eligible for financial assistance on a **Recommendations on Possible Financial Assistance Form**. This form, however, this does not constitute grant approval. It is then the responsibility of the owner to apply for project funding. Grants are available through the Historic Resource Preservation grant programme of the Alberta Historical Resources Foundation. For more information, contact:

**The Grants Officer
Alberta Historical Resources Foundation
8820 - 112 Street
Edmonton, Alberta
T6G 2P8
Tel: 427-2022**

4.2 Registered Historic Resources

As with Provincial Historic Resources, the owner of a Registered Historic Resource is required to notify the Minister of any proposed actions that are planned for his or her building. According to the Alberta Historical Resources Act “...no person shall destroy, disturb, alter, restore or repair any historic resource or land that has been designated under this section...[*until 90 days after notifying the Minister of his proposed action*]”. In order to comply with this requirement, the owner must obtain and complete a Notification of Proposed Action Form for Registered Historic Resources. Unlike Provincial Historic Resources, however, owners of buildings with registered status are not required to obtain departmental approval for their proposal. Rather, they are required to notify the Minister 90 days before conducting any work on the property. This allows the department to offer advice on the proposal, should it not comply with the stated criteria for rehabilitation. If the Minister consents before the end of 90 days, then work may proceed immediately from the date of consent. Otherwise, the project must abide by the 90 day waiting period.

The required forms for Registered Historic Resources correspond to those described above for Provincial Historic Resources and should be completed the same way. The Notification of Proposed Action Form can be obtained from the Historic Sites and Archives Service.

4.3 Potential Designated Resources

Occasionally, an owner of a resource may be awaiting designation approval for his or her building but is anxious to begin work on the structure immediately. In such cases, the owner may apply for approval to rehabilitate the building pending the decision on its designation. In this way, the alterations will not jeopardize the building's eligibility for designation as a Provincial or Registered Historic Resource. As above, the required application form for Potential Designated Historic Resources may be obtained by requesting the Notification of Proposed Action Form for Potential Designated Historic Resources.

4.4 Completing of the Notification of Proposed Action Form

1. Site Address

Complete, to the best of your ability, the name of the site, postal address and legal site description. (Your tax assessment records contain the required information).

2. Owner Address

Please give the address of the owner if it differs from the site address.

3. Date Designated

Provide the year and month that the historic resource was designated.

4. Project Type/Commencement & Completion Dates

Please indicate what level of intervention is proposed through your actions (i.e. authentic restoration, structural *stabilization*, *reconstruction*, *retrofitting*, selective rehabilitation). Provide the dates proposed for starting and finishing the project.

5. Outline of the Project

Please provide as much detail as possible on the scope of the project and the materials and services required. If your project is to be done in phases, please describe the nature of the work to be completed over each phase.

6. Architectural Drawings

If your project includes major work on the building's structural, electrical and mechanical systems, we would recommend that a registered architect be consulted. Local building codes may require proper documentation for certain buildings, so you may need a set of architectural working drawings. Should the proposed level of intervention be extensive, as-found measured drawings may also be required.

7. Photographs

Including photographic documentation with your written application will enable departmental staff to evaluate more easily and assist you in planning your project. Pictures should clearly depict the area and features selected for rehabilitation.

[illegible][illegible]

Note: Following a review of the above application form by departmental representatives, and a possible site visit, any part of the proposed actions may be approved or rejected by the Minister. The basis for this decision and related recommendations regarding the project will be explained on the Project Approval Form for each type of resource.

4.5 The Project Approval/Consent/Endorsement Form

The **Project Approval Form**, **Project Consent Form**, or **Project Endorsement Form** is completed by departmental staff in direct response to the Notification of Proposed Action Form that has been completed by the owner. On these approval forms, the department will assess the project under the following headings:

General Project Description

The project is described according to the information provided by the applicant in the Notice of Proposed Action Form. A more extensive explanation is provided in Appendix A of the Project Approval Form.

General Project Conditions

If selected elements of a project do not comply with the department's stated design criteria, the project may only be approved if the owner adheres to certain conditions. These conditions are identified in this section of the form and more fully explained in Appendix B inside the Project Approval Form. In addition, Appendix C of the Project Approval Form will identify which elements of the project are eligible for possible financial assistance. Note that the grant application is necessary to access possible funding.

5.0 General Criteria for the Protection of Historic Resources

These criteria represent a set of principles that form the groundwork for preservation practice.

In order to decide which rehabilitation projects or parts of projects merit approval, Architectural Preservation Services refer to a set of general design criteria. As mentioned previously, these criteria represent a set of principles that form the groundwork for preservation practice. They represent broad and general points of reference against which each rehabilitation project can be measured without sacrificing its identity. In effect, they serve as a foundation for the more specific guidelines which will be presented in the next section.

1. Documentation and Analysis

All alterations to historic resources should be based on a sound understanding of the historical and architectural character of the structure or site being altered. Detailed investigations and research should be done in order to identify and document all significant and character-defining elements. In specific instances, such documentation, either through **Heritage Recording** and/or **Historic Structure Reports**, may be a requirement for Ministerial approval. This is the case when significant interventions are proposed for sites designated as Provincial Heritage Resources.

2. Phasing

All rehabilitation activities should be phased and managed to protect the historic fabric of the building.

3. Compatible Uses

Wherever possible, the uses proposed for an historic site should be compatible with the existing structures and/or grounds such that only minimal changes are required to the property. In all cases, the use of a property for the originally intended purpose is desirable. However, it is recognized that original use is not always appropriate or feasible for contemporary needs.

4. Historic Character

The distinctive qualities and character of a site or structure should be preserved. The removal or alteration of any historic materials or features should be avoided whenever possible.

5. Historic Period

The buildings, structures and sites should be recognized as products of their own time. Alterations which are not based on historical fact, or which recreate an earlier or a later design idiom, are discouraged.

6. Witness to Change

Changes to buildings, structures or sites may have occurred over time. These alterations are evidence of the history and development of the property. Because this evolution may have acquired a significance in its own right, alterations to the original property should be recognized and respected.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship which characterize a building, structure, or site, should be preserved and treated sensitively. This may also include fittings, fixtures and paint.

8. Repair and Replacement

Deteriorated architectural features should be repaired whenever possible, rather than replaced. Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features should be based on a sound knowledge of the original characteristics of the feature, a knowledge based on historical or pictorial evidence and not upon conjecture.

9. Archaeological Resources

Prior to commencing a project which involves any level of ground disturbance, an archaeological assessment should be conducted. In situations where preliminary research indicates the possible presence of archaeological resources on a site, or where archaeological resources are inadvertently uncovered in the process of working on a site, the owner is required not to disturb the site in any way until the Archaeological Survey, Provincial Museum of Alberta, has been contacted. (Further information is provided in Appendix III of this manual.)

10. Alterations and Additions

Alterations and additions to existing properties should be permitted when such alterations and additions do not destroy significant historical, architectural or cultural material, and when such design is compatible with the size, scale, colour, material, and character of the property, neighbourhood or environment.

11. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve the historic structure, alterations and additions may be removed at a later date in the event of failure without damage to the original fabric of the building. Where this is not possible, (e.g. use of epoxy) only those methods and materials which have been thoroughly tested in situ should be used.

12. Surface Treatments

In all cases, surface treatments should be undertaken with the gentlest means available. Many cleaning methods, particularly sandblasting, damage historic buildings and should not be undertaken without thorough testing prior to use on the building. Sandblasting is **not recommended** on brick, stone or wood. It should first be ascertained that a building exterior is really in need of cleaning prior to undertaking the work. Historic buildings in Alberta most often do not need cleaning.

13. Signs

In instances where new uses or interpretive functions dictate the use of new signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics, materials, and placement should be chosen to suit the character, historic period and craftsmanship of the historic resource. Avoid installing new signs so that their repair, replacement or removal damages the original fabric of the structure. Further assistance is available in the form of consultation and written material through the Historic Sites and Archives Service in Edmonton and by contacting municipal planning authorities regarding relevant sign bylaws.

14. Awnings and Canopies

As with signs, care should be taken to ensure that the style, size, material and placement of new awnings or canopies be compatible with the historic structure. In addition to the Historic Sites and Archives Service, the Alberta Main Street Programme can provide information on all aspects of commercial facade improvements, including signs and awnings.

6.0 General Guidelines for the Rehabilitation of Historic Resources

If criteria represent the general principles that govern the protection of historic resources, then guidelines can be viewed as the codes of behaviour which complement and enforce these principles. The following guidelines describe the methodology or practices which complement and put into practice the criteria listed previously. They are intended to guide owners and consultants towards workable solutions when confronting the rehabilitation of historic buildings.

Since the circumstances surrounding each historic resource are always unique, these guidelines cannot be applied uniformly to any building or resource without first carefully evaluating the characteristics of a particular site and then selecting the most relevant guidelines pertaining to the project. While one owner may only be interested in stabilizing a structure, another may have extensive plans for reconstruction. The purpose of these guidelines is to provide general assistance towards the implementation of any project, large or small, on an historic building.



An Architectural Preservation Services Officer can help develop appropriate approaches to a building's rehabilitation.

However, they cannot anticipate every situation encountered within a particular building, nor can they tell you which features are particularly critical to its historic character. In many cases, the advice of qualified professionals such as historians, archaeologists or architects, may assist in the implementation of your plans for the site. A list of such resource professionals may be found in Appendix II of this manual.

The guidelines have been grouped in categories which correspond to major site and building components. They are ordered according to the usual sequence of a project, and are intended to reinforce the principles introduced earlier:

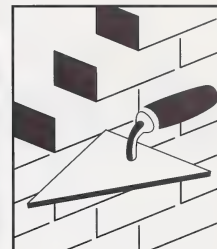
- **identify and retain;**
- **protect and maintain;**
- **repair;**
- **replace; and**
- **alter/add.**

It must be emphasized that in any rehabilitation project involving an historic resource, retaining and preserving original elements is the most desirable option. Only as a last resort would the replacement or new design of features be considered.

These guidelines are derived from the United States Secretary of the Interior's manual, entitled *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Where appropriate, they have been adapted in order to relate more directly to specific characteristics of Alberta's building stock. To help illustrate the intent of the guidelines, photographs and drawings are included for each group of building components.

6.1 Masonry

Brick, stone, terra cotta, concrete, stucco, and mortar



Masonry features (such as brick cornices and door pediments, stone window architraves, terra cotta brackets and railings) as well as masonry surfaces (modelling, tooling, bonding patterns, joint size, and colour) may be important in defining the historic character of the building. It should be noted that while masonry is among the most durable of historic building materials, it is also the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

Church of Jesus Christ of Latter Day Saints, Park Avenue Chapel, Raymond

Guideline 1: Identify, retain, and preserve masonry features that are important in defining the overall historic character of the building, such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and colour.

Not Recommended:

Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Applying paint or other coatings, such as stucco, to masonry that has been historically unpainted or uncoated, thus creating a new appearance.

Removing paint from historically painted masonry.

Radically changing the type of paint or coating or its colour.

Guideline 2: Protect and maintain masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

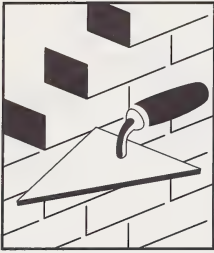
Not Recommended:

Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Guideline 3: Clean masonry only when necessary to halt deterioration or remove heavy soiling.

Not Recommended:

Cleaning masonry surfaces when they are not heavily soiled, thus creating a new appearance, and needlessly introducing chemicals or moisture into historic materials.



Guideline 4: Carry out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.

Not Recommended:

Cleaning masonry surfaces without testing or without sufficient time for the testing result to be of value.

Guideline 5: Clean masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

Not Recommended:

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry (e.g. acid on limestone or marble) or leaving chemicals on masonry surfaces.

Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

Guideline 6: Inspect painted masonry surfaces to determine whether repainting is necessary.

Not Recommended:

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces, or from masonry which was originally painted.

Guideline 7: Remove damaged or deteriorated paint only to the next sound layer, using the gentlest method possible (e.g. handscraping) prior to repainting.

Not Recommended:

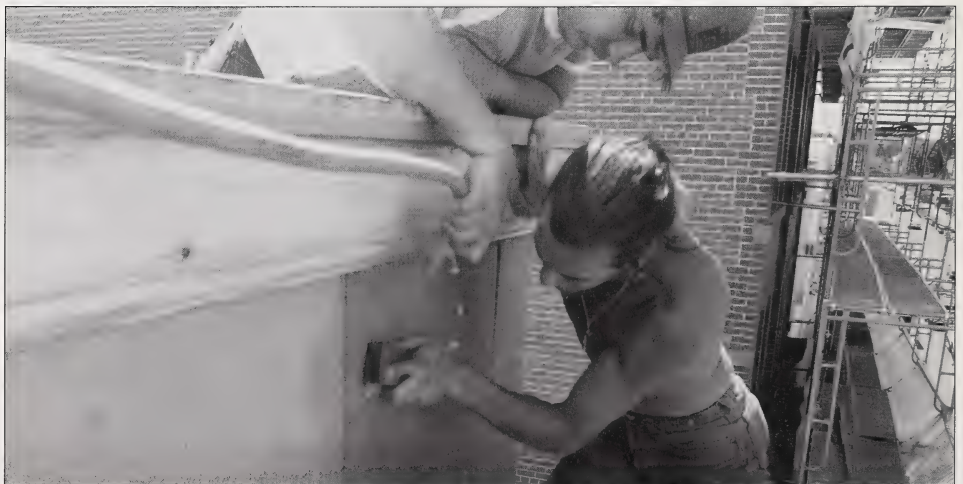
Using methods of removing paint which are destructive to masonry, such as sandblasting or other abrasive blasting techniques, application of caustic solutions, or high pressure waterblasting.

Guideline 8: Apply compatible paint coating systems following proper surface preparation.

Not Recommended:

Failing to follow manufacturers' product and application instructions when repainting masonry.

The use of a soft bristle brush and water is often the most effective and gentle means of cleaning a masonry surface.



Guideline 9: Repaint with colours that are historically appropriate to the building and district.

Not Recommended:

Using new paint colours that are inappropriate to the historic building and district.

Guideline 10: Evaluate the overall condition of the masonry to determine whether more than protection and maintenance are required; that is, if repairs to the masonry features will be necessary. Determine whether masonry problems are due to other structural problems (e.g. foundation) and resolve these before treating the masonry.

Not Recommended:

Failing to undertake adequate measures to assure the preservation of masonry features.

Guideline 11: Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

Not Recommended:

Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Guideline 12: Remove deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

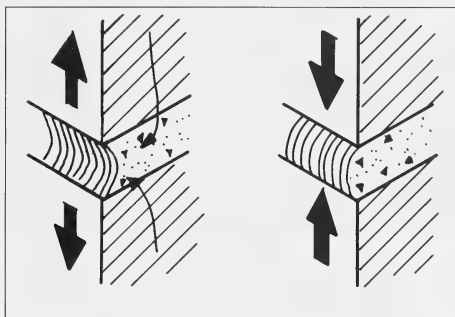
Not Recommended:

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

Guideline 13: Duplicate old mortar in strength, composition, colour, and texture.

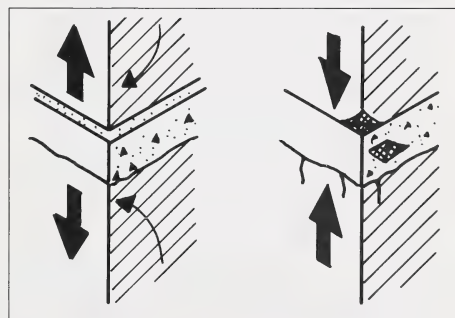
Not Recommended:

Repointing with mortar of high portland cement content (unless it is the content of the original mortar). This can often create a bond that is stronger than the original material and can cause damage as a result of the differing porosity of the material and the mortar.



Soft Mortar

Joints pointed with soft mortar are able to absorb the stresses developed through expansion and contraction of the adjacent stones. Such mortar will be more porous than the surrounding stone and will allow water to more easily evaporate from the wall. In this situation, water-related decay is concentrated in the more easily repaired joints rather than the stones themselves.



Hard Mortar

Hard mortar is both more dense and less able to give with the movements of the surrounding stonework. Moisture and moisture-carried impurities will move toward the wall surface through the more porous stone, resulting in the decay of the stonework rather than the joints. Wall movements will produce cracks between mortar and stone or will result in the spalling of pieces of stone.

Repointing with a synthetic caulking compound.

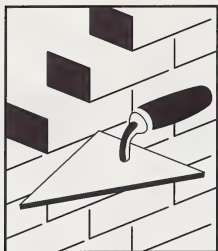
Using a "scrub" coating technique to repoint instead of traditional repointing methods.

Guideline 14: Duplicate old mortar joints in width and in joint profile.

Not Recommended:

Changing the width or joint profile when repointing.

Source: R.C. Mack, J.S. Askins, "An Introduction to Repointing", *Bulletin of the Association for Preservation Technology*, Vol. XI, no. 3, 1979, p. 51.



Guideline 15: Repair stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, colour, and texture.

Not Recommended:

Removing sound stucco or repairing with new stucco that is stronger than the original material or does not convey the same visual appearance.

Guideline 16: Repair masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind, or with compatible substitute material, of extensively deteriorated or missing parts of masonry features when there are surviving prototypes. (e.g. terra cotta brackets or stone balusters).

Not Recommended:

Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing parts are feasible.

Using a substitute material for the feature to be replaced that does not convey its visual appearance or is physically or chemically incompatible.

Guideline 17: Apply new surface treatments, such as water-repellent coating, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

Not Recommended:

Applying waterproof, water-repellent, or coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may both change the appearance of old masonry and accelerate its deterioration.

Guideline 18: Replace an entire masonry feature that is too deteriorated to repair, if the overall form and detailing are still evident, using physical evidence to guide the new work. Examples include large sections of a wall, a cornice, balustrade, column, or stairway. If it is not technically or economically feasible to use the original material, then a compatible substitute material may be considered.

Not Recommended:

Removing a masonry feature that is irreparable and either not replacing it or replacing it with a new feature that does not resemble it.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Design for Missing Historic Features

Guideline 19: Design and install a new masonry feature, such as steps or a door pediment, only when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a new design that is compatible with the size, scale, material, and colour of the historic building.

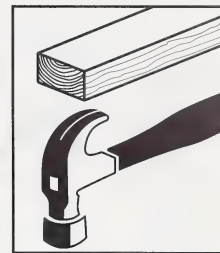
Not Recommended:

Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new masonry feature that is incompatible in size, scale, material and colour with the building.

6.2 Wood

Clapboard, weatherboard, shingles, and other wooden siding and decorative elements



Because it can be easily shaped by sawing, planing, carving, and gouging, wood is the most commonly used material for architectural features such as clapboards, cornices, brackets, entablatures, shutters, columns and balustrades. These wooden features, both functional and decorative, may be important in defining the historic character of the building and thus their retention, protection, and repair are of particular importance in rehabilitation projects.

Guideline 1: Identify, retain, and preserve wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colours.

Not Recommended:

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade, thus reconstructing it with new material in order to achieve a uniform or “improved” appearance. Repairing or replacing only the deteriorated work is preferred.

Radically changing the finish, or its colour or accent scheme, so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a “natural look”.

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish (e.g. a grained finish to an exterior wood feature such as a front door).

Guideline 2: Protect and maintain wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Not Recommended:

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.

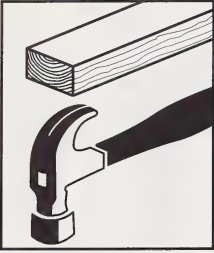
Guideline 3: Apply chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Not Recommended:

Using chemical preservatives such as creosote which can change the appearance of wood features, unless they were used historically.

Guideline 4: Retain coatings, such as paint, that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves

Stewart Residence,
Provincial Historic
Resource, Calgary



repainting or applying other appropriate protective coatings.

Not Recommended:

Stripping paint or other coating to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Guideline 5: Inspect painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

Not Recommended:

Removing paint that is firmly adhering to, and thus protecting, wood surfaces.

Guideline 6: Remove damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g. handscraping and handsanding), then repainting.

Not Recommended:

Using destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage woodwork.

Guideline 7: Use electric hot-air guns carefully on decorative wood features and electric heat plates on flat wood surfaces only when paint is so deteriorated that total removal is necessary prior to repainting.

Not Recommended:

Using thermal devices improperly so that the woodwork is scorched.

Guideline 8: Use chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may, with the proper safeguards, be chemically dip-stripped.

Not Recommended:

Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

Sandpaper has been used to reveal the original and subsequent layers of paint on this historic window sash. The original layer was identified and later selected as the appropriate colour for the trim on this storefront.



Guideline 9: Apply compatible paint coating systems following proper surface preparation.*Not Recommended:*

Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

Guideline 10: Repaint with colours that are appropriate to the historic building and its district.*Not Recommended:*

Using new colours that are inappropriate to the historic building or district.

Guideline 11: Evaluate the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary. Determine whether wood deterioration is caused by structural failure that must be resolved prior to wood repair.*Not Recommended:*

Failing to undertake adequate measures to insure the preservation of wood features.

Guideline 12: Repair wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood, using recognized preservation methods. Repair may also include the limited replacement in kind, or with compatible substitute material, of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, mouldings, or sections of siding.*Not Recommended:*

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Using substitute materials for the replacement part that do not convey the visual appearance

of the surviving parts of the wood feature or that are physically or chemically incompatible.

Guideline 13: Replace in kind an entire wood feature that is too deteriorated to repair if the overall form and detailing are still evident, using physical evidence to guide the new work. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.*Not Recommended:*

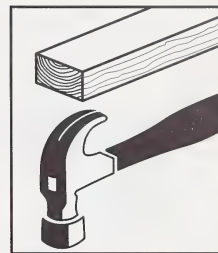
Removing an entire wood feature that is irreparable and either not replacing it or replacing it with a new feature that does not convey the same visual appearance.

Note: The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.

Design for Missing Historic Features**Guideline 14: Design and install a new wood feature such as a cornice or doorway when the original feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and colour of the original building.***Not Recommended:*

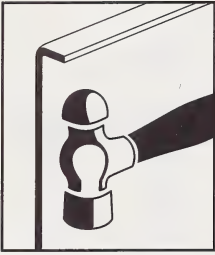
Creating a false historic appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new wood feature that is incompatible in size, scale, material, and colour.



6.3 Architectural Metals

Cast iron, steel, pressed tin, copper, aluminum, and zinc



Architectural metal features, such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware, are often highly decorative and may be important in defining the overall historic character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects.

Shaw & Cooper Block,
Registered Historic
Resource, Nanton



Guideline 1: Identify, retain, and preserve architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colours.

Not Recommended:

Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic architectural metal from a facade and reconstructing it with a new material to create a uniform, or “improved”, appearance, instead of repainting or replacing only the deteriorated metal.

Radically changing the type of finish or its historical colour or accent scheme.

Guideline 2: Protect and maintain architectural metals from corrosion by providing proper drainage so that water does

not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

Not Recommended:

Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).

Guideline 3: Clean architectural metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.

Not Recommended:

Exposing metals which were intended to be protected from the environment.

Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

Guideline 4: Identify the particular type of metal prior to any cleaning procedure; then test to determine that the gentlest cleaning method possible is selected or that cleaning is appropriate for that metal.

Not Recommended:

Using cleaning methods which alter or damage the historic colour, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

Removing the patina of historic metal. The patina can in itself be a significant historic finish which may form on such metals as bronze or copper.

Guideline 5: Clean soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

Not Recommended:

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.

Guideline 6: Use the gentlest cleaning methods for hard metals such as cast iron, wrought iron, and steel in order to remove paint buildup and corrosion. If handscrapping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface.

Not Recommended:

Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.

Guideline 7: Apply appropriate paint or other coating after cleaning in order to decrease the corrosion rate of metals or alloys.

Not Recommended:

Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.

Guideline 8: Repaint with colours that are appropriate to the historic building or district.

Not Recommended:

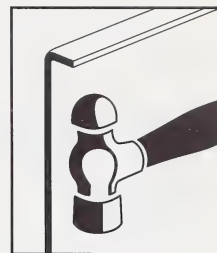
Using new colours that are inappropriate to the historic building or district.

Guideline 9: Apply an appropriate protective coating, such as lacquer, to an architectural metal feature, such as a bronze door, which is subject to heavy pedestrian use.

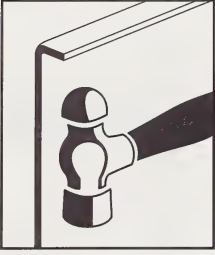
Not Recommended:

Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use; or inappropriate maintenance such as salting adjacent sidewalks.

Guideline 10: Evaluate the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary. Determine whether deterioration is due to structural failure in the building which must be resolved prior to metal repair.



Proper maintenance of the cornice of this building would have prevented the subsequent rust and decay of these tin brackets from water accumulation.

*Not Recommended:*

Failing to undertake adequate measures to assure the preservation of architectural metal features.

Guideline 11: Repair architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repairs may also include the limited replacement in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals or bases; or porch cresting.

Not Recommended:

Replacing an entire architectural metal feature, such as a column or a balustrade, when repair of the metal and limited replacement of deteriorated or missing parts is appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal

feature; or that is physically or chemically incompatible.

Guideline 12: Replace in kind an entire architectural metal feature that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing an architectural metal feature that is irreparable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

The Grier Block in Fort Macleod is a fine example of a building with a pressed tin facade.



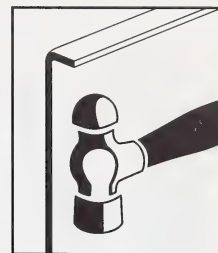
Design for Missing Historic Features

Guideline 13: Design and install a new architectural metal feature such as a sheet metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and colour of the historic building.

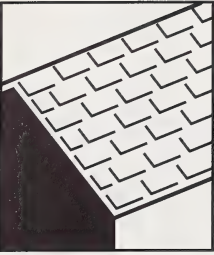
Not Recommended:

Creating a false historic appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new architectural metal feature that is incompatible in size, scale, material, and colour.



6.4 Roofs



The roof, with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, colour, and patterning of the roofing material, can be extremely important in defining the building's overall historic character. In addition to the design role it plays, a weathertight roof is essential to the preservation of the entire structure; thus, protecting and repairing the roof as a "cover" is a critical aspect of every rehabilitation project.

Union Bank Building, Fort Macleod



Guideline 1: Identify, retain, and preserve roofs, and their functional and decorative features, that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal; as well as its size, colour, and patterning.

Not Recommended:

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

Guideline 2: Protect and maintain a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation.

Not Recommended:

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

Guideline 3: Provide adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Not Recommended:

Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

Guideline 4: Protect a leaking roof with plywood and building paper until it can be properly repaired.

Not Recommended:

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials such as masonry, wood, plaster, paint and structural members, occurs.

Guideline 5: Repair a roof by reinforcing the historic materials which comprise roof features. Ensure that structural problems are resolved prior to repairing surface damage. Repairs will generally include the limited replacement in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

Not Recommended:

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

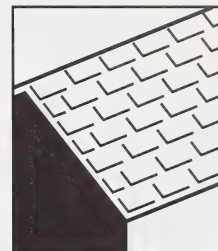
Guideline 6: Replace in kind an entire feature of the roof that is too deteriorated to repair, if the overall form and detailing are still in evidence, using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing a feature of the roof that is irreparable, such as a chimney or dormer, and

not replacing it with a new feature that conveys the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*



Design for Missing Historic Features

Guideline 7: Design and construct a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial and physical documentation; or be a new design that is compatible with the size, scale, material, and colour of the historic building.

Not Recommended:

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

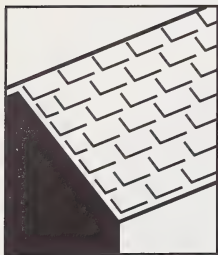
Introducing a new roof feature that is incompatible in size, scale, material, and colour.

Alterations/Additions for New Use

Guideline 8: Find alternate locations for equipment which is normally roof-mounted. Failing this, install mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Not Recommended:

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

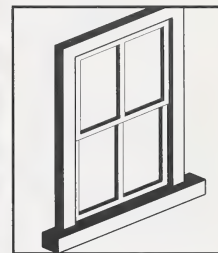


Guideline 9: Design additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Not Recommended:

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

6.5 Windows



A highly decorative window with an unusual shape, or glazing pattern, or colour, is most likely identified immediately as a character-defining feature of the building. It is far more difficult, however, to assess the importance of repeated windows on a facade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sashes, or even entire windows, to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed, together with their physical condition, before specific repair or replacement work is undertaken.

Doll Block (l) and Neilson Block (r), Stephen Avenue Mall, Calgary

Guideline 1: Identify, retain, and preserve windows and their functional and decorative features. Such features can include frames, sashes, muntins, glazing, sills, heads, hood-moulds, panelled or decorated jambs and mouldings, interior and exterior shutters and blinds, and original storm windows.

Not Recommended:

Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sashes which do not fit the historic window openings.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colours which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and colour of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, iron, cast iron, and bronze.

Guideline 2: Protect and maintain the wood and architectural metal which comprise the window frames, sashes, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

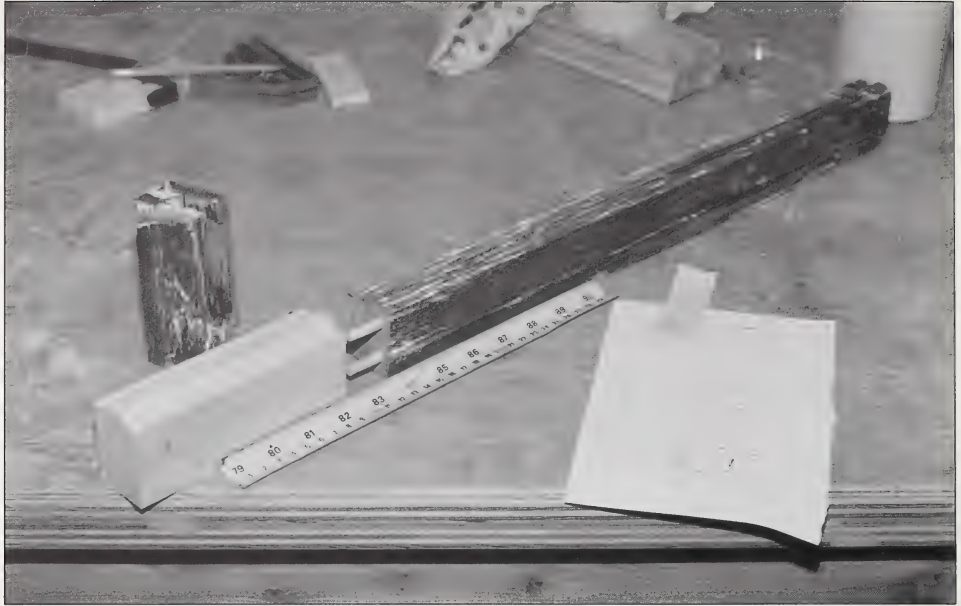
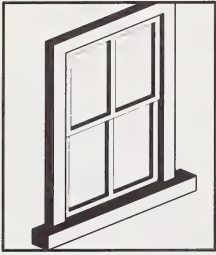
Not Recommended:

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.

Guideline 3: Make windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency. New storm windows should have minimal visual impact.

Not Recommended:

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.



Most of the original material in this window has been retained and only those elements requiring repair have been altered.

Guideline 4: Evaluate the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to windows and window features will be required.

Not Recommended:

Failing to undertake adequate measures to assure the preservation of historic windows.

Guideline 5: Repair window frames and sashes by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing, when there are surviving prototypes such as architraves, hood-moulds, sashes, sills, and interior or exterior shutters and blinds.

Not Recommended:

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass lifts and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window, or that is physically or chemically incompatible.

Guideline 6: Replace in kind an entire window that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing a character-defining window that is irreparable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

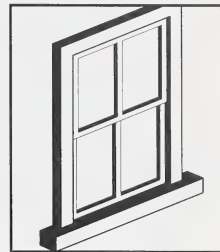
Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Design for Missing Historic Features

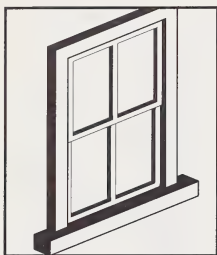
Guideline 7: Design and install new windows when the historic windows are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Not Recommended:

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.



Because of mechanical requirements, the ceiling of this building was lowered, but a setback was preserved adjacent to the windows to expose the full height of the openings.



Introducing a new design that is incompatible with the historic character of the building.

Alterations/Additions for New Use

Guideline 8: Design and install additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Not Recommended:

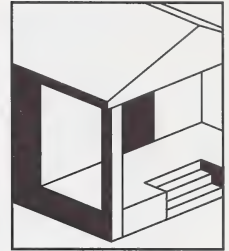
Installing new windows, including frame, sash, and muntin configuration that are incompatible with the building's historic appearance or which obscure, damage, or destroy character-defining features.

Guideline 9: Provide a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Not Recommended:

Inserting new floors or ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

6.6 Entrances and Porches



Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

**Magrath Mansion,
Provincial Historic
Resource, Edmonton**

Guideline 1: Identify, retain, and preserve entrances including their functional and decorative features, that are important in defining the overall historic character of the building. Such features may include doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

Not Recommended:

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utility or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Guideline 2: Protect and maintain the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Not Recommended:

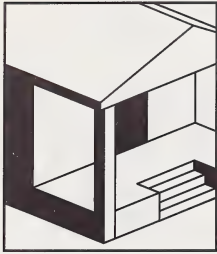
Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Guideline 3: Evaluate the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.

Not Recommended:

Failing to undertake adequate measures to assure the preservation of historic entrances and porches.

Guideline 4: Repair entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement



in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Not Recommended:

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch, or that is physically or chemically incompatible.

Guideline 5: Replace in kind an entire entrance or porch that is too deteriorated to repair, if the form and detailing are still evident, using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing an entrance or porch that is irreparable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Design for Missing Historic Features

Guideline 6: Design and construct a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

Not Recommended:

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and colour.

Alterations/Additions for the New Use

Guideline 7: Design enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Not Recommended:

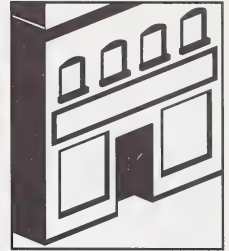
Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

Guideline 8: Design and install additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, that is, limiting such alteration to non-character-defining elevations.

Not Recommended:

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

6.7 Commercial Facades and Storefronts



Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy, to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation.

McLearn Block, Lacombe

Guideline 1: Identify, retain, and preserve commercial facades and their functional and decorative features. Such features include storefronts, display windows, signs, doors, transoms, kick plates, corner posts, cornices and entablatures.

Not Recommended:

Removing or radically changing storefronts and their features so that, as a result, the historic character of the building is diminished.

Changing the storefront so that it appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard overhangs, wood shakes, non-operable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.

Guideline 2: Protect and maintain the masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coatings.

Not Recommended:

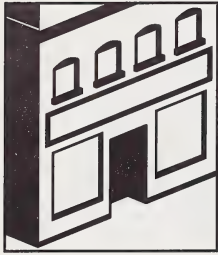
Failing to provide adequate protection to materials, on a cyclical basis, so that deterioration of storefront features results.

Guideline 3: Protect storefronts against arson and vandalism, before work begins, by boarding up windows and installing alarm systems that are keyed into local protection agencies.

Not Recommended:

Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.

Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.



Guideline 4: Evaluate the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Not Recommended:

Failing to undertake adequate measures to assure the preservation of the historic storefront.

Guideline 5: Repair storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind, or with compatible substitute materials, of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as cornices, friezes and parapets, transoms, kick plates, pilasters, or “ghost” signs.

Not Recommended:

Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

Using substitute materials for the replacement parts that do not convey the same visual appearance as the surviving parts of the storefront or that are physically or chemically incompatible.

Guideline 6: Replace in kind an entire storefront that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

Not Recommended:

Removing a storefront that is irreparable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Design for Missing Historic Features

Guideline 7: Design and construct a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and colour of the historic building. Such new design should generally be flush with the facade, and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice. Where storefronts have recessed entries, these entries should be preserved and retained.

Not Recommended:

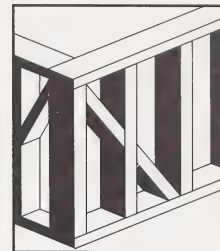
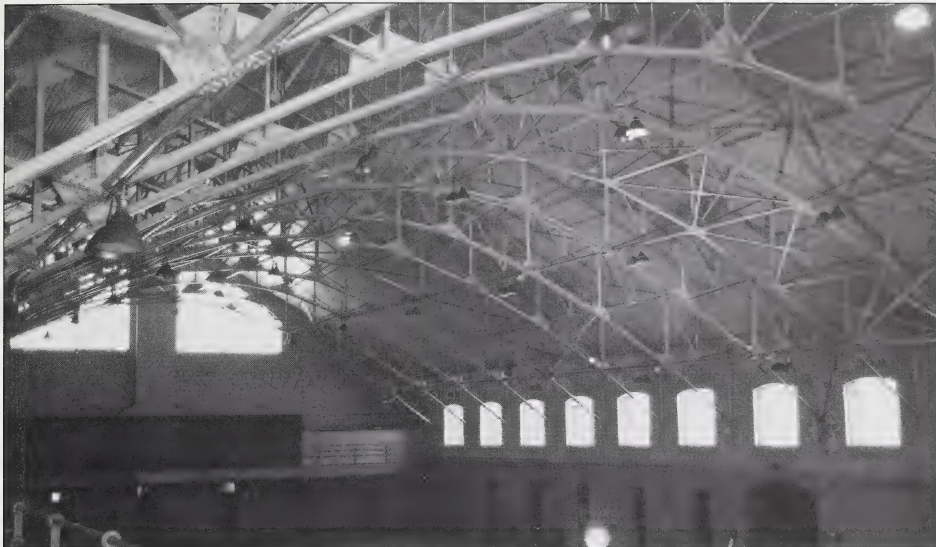
Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible in size, scale, material, and colour.

Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.

(See Appendix VI for an illustrated guide to the parts of a commercial facade.)

6.8 Structural System



If features of the structural system are exposed, such as loadbearing brick walls, cast iron columns, roof trusses, posts and beams, or stone foundation walls, they may be important in defining the building's overall historic character. Unexposed structural features that are not character-defining, or an entire structural system may be significant to the history of building technology. Therefore, the structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character or historical significance.

Guideline 1: Identify, retain, and preserve structural systems, and individual features of those systems. Such features include post and beam systems, trusses, summer beams, cast iron columns, above-grade stone foundation walls, or loadbearing brick or stone walls.

Note: *It is highly recommended that the services of a trained professional be sought to identify the degree of structural damage and appropriate methods of repair.*

Not Recommended:

Removing, covering, or radically changing features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Putting a new use into the building which could overload the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Demolishing a loadbearing masonry wall that could be augmented and retained and replacing it with a new wall (e.g., brick or stone), using the historic masonry only as an exterior veneer.

Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.

Utilizing treatments or products that accelerate the deterioration of structural material, such as introducing urea-formaldehyde foam insulation into frame walls.

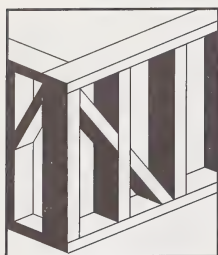
Guideline 2: Protect and maintain the structural system by cleaning the roof gutters and downspouts, replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition; and insuring that structural members are free from insect infestation.

Not Recommended:

Failing to provide proper building maintenance on a cyclical basis so that deterioration of the structural system results.

Guideline 3: Examine and evaluate the physical condition of the structural system, and its individual features, using non-destructive techniques such as x-ray photography.

Prince of Wales Armoury,
Provincial Historic
Resource, Edmonton

*Not Recommended:*

Utilizing destructive probing techniques that will damage or destroy structural material.

Guideline 4: Repair the structural system by augmenting or upgrading individual parts or features. For example, weakened structural members, such as floor framing, can be spliced, braced, or otherwise supplemented and reinforced.

Not Recommended:

Upgrading the building structurally in a manner that diminishes the historic character of the exterior, such as installing strapping channels or removing a decorative cornice; or damages interior features or spaces.

Guideline 5: Replace in kind, or with substitute material, those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic feature; and, at a minimum, be equal to its loadbearing capabilities.

Not Recommended:

Installing a replacement feature that does not convey the same visual appearance (e.g., replacing an exposed wood summer beam with a steel beam).

Using substitute material that does not equal the loadbearing capabilities of the historic material and design or is otherwise physically or chemically incompatible.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Alterations/Additions for New Use

Guideline 6: Limit any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings.

Not Recommended:

Carrying out excavations or regrading adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; or could have a similar effect on adjacent historic buildings.

Guideline 7: Correct structural deficiencies, in preparation for the new use, in a manner that preserves the structural system and its individual character-defining features. Unsafe conditions must be corrected in as historically appropriate or sympathetic a fashion as possible.

Not Recommended:

Radically changing interior spaces, or damaging or destroying features or finishes that are character-defining, while trying to correct structural deficiencies in preparation for the new use.

Guideline 8: Design and install new mechanical or electrical systems, when required for the new use, which minimize the number of cutouts or holes in structural members.

Not Recommended:

Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.

Guideline 9: Add a new floor when required for the new use if such an alteration does not damage or destroy the structural system; or obscure, damage, or destroy character-defining spaces, features, or finishes.

Not Recommended:

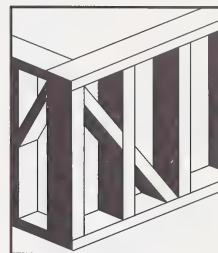
Inserting a new floor when such a radical change would damage a structural system; or obscure or destroy interior spaces, features, or finishes.

Inserting new floors or ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed.

Guideline 10: Create an atrium or a light well, to provide natural light when required for the new use, in a manner that assures the preservation of the structural system as well as its character-defining interior spaces, features, and finishes.

Not Recommended:

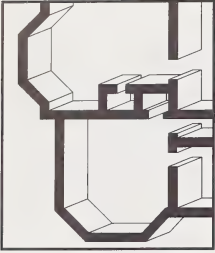
Damaging the structural system or individual features; or radically changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.



Important structural features such as this exposed scissor truss contribute to the architectural character of the building.

St. Luke's Anglican Church, Red Deer

6.9 Interior Spaces, Features and Finishes



An interior floor plan, the arrangement of spaces, and built-in features and applied finishes may be individually or collectively important in defining the historic character of the building. Thus, their identification, retention, protection, and repair should be given prime consideration in every rehabilitation project and caution exercised in pursuing any plan that would radically change character-defining spaces or obscure, damage or destroy interior features or finishes.



Sheriff Robertson
Residence, Provincial
Historic Resource,
Edmonton

Guideline 1: Identify, retain, and preserve a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves, such as lobbies, reception halls, entrance halls, double parlours, theatres, auditoriums, and important industrial or commercial use spaces.

Not Recommended:

Radically changing a floor plan or interior spaces, including individual rooms, which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Altering the floor plan by demolishing principal walls and partitions to create a new appearance.

Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.

Relocating an interior feature, such as a staircase, so that the historic relationship between features and spaces is altered.

Guideline 2: Identify, retain, and preserve interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantles, panelling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide colour, texture, and patterning to walls, floors, and ceilings.

Not Recommended:

Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Installing new decorative material that obscures or damages character-defining interior features or finishes.

Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g., removing plaster to expose masonry surfaces such as brick walls or a chimney piece).

Applying paint, plaster, or other finishes to surfaces that were historically unfinished to create a new appearance.

Stripping wood surfaces that were intended to be painted to bare wood, then applying clear finishes or stains to create a “natural look”.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.

Radically changing the type of finish or its colour, such as painting a previously varnished wood feature.

Guideline 3: Protect and maintain masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coatings systems.

Not Recommended:

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.

Guideline 4: Protect interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed into local protection agencies.

Not Recommended:

Permitting entry into historic buildings through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or through vandalism.

Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators; or of decorative materials.

Guideline 5: Protect interior features such as staircases, mantles, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

Not Recommended:

Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.

Guideline 6: Install protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.

Not Recommended:

Failing to take new use patterns into consideration so that interior features and finishes are damaged.

Guideline 7: Remove damaged or deteriorated paints and finishes to the next sound layer, using the gentlest method possible, then repaint or refinish using compatible paint or other coating systems.

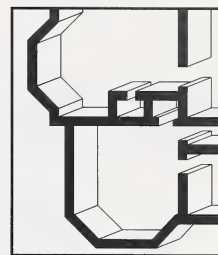
Not Recommended:

Using destructive methods such as propane or butane torches or abrasive blasting methods to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.

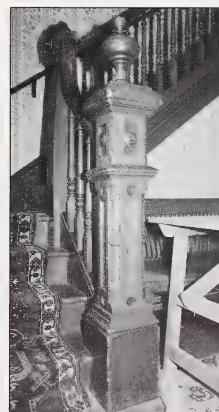
Guideline 8: Repaint with colours that are appropriate to the historic building.

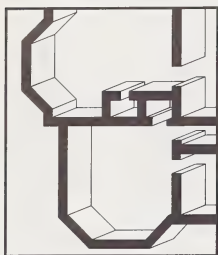
Not Recommended:

Using new paint colours that are inappropriate to the historic building.



Interior decorative features such as this balustrade should be protected from potential damage that might occur from moving furniture or conducting renovations.





Guideline 9: Limit abrasive cleaning methods to certain industrial or warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, moulded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods, have been proven ineffective.

Not Recommended:

Changing the texture and patina of character-defining features through sandblasting or use of other abrasive methods to remove paint, discolouration or plaster. This includes both exposed wood, including structural members, and masonry.

Guideline 10: Evaluate the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary. If deterioration has resulted from structural failure, repair structural problems prior to repairing specific features.

Not Recommended:

Failing to undertake adequate measures to assure the preservation of interior features and finishes.

Guideline 11: Repair interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind, or with compatible substitute material, of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood panelling, columns or decorative wall coverings and ornamental tin or plaster ceilings.

Not Recommended:

Replacing an entire interior feature such as a staircase, panelled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving portions of the interior feature or finish or that is physically or chemically incompatible.

Guideline 12: Replace in kind an entire interior feature or finish that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work. Examples



Only those boards which were severely deteriorated were replaced in the interior of this house.

could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing a character-defining feature or finish that is irreparable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.

Note: The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.

Guideline 13: Design and install a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate “renovations”. The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighbourhood.

Not Recommended:

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.

Introducing a new interior feature or finish that is incompatible with the scale, design, materials, colour, and texture of the surviving interior features and finishes.

Alterations/Additions for New Use

Guideline 14: Accommodate service functions such as bathrooms, mechanical equipment, and office machines required by the building’s

new use in secondary spaces such as first floor service areas or on upper floors.

Not Recommended:

Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the building.

Guideline 15: Reuse decorative material or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door moulding, panelled doors, and simple wainscoting; and relocating such material or features according to historical indicators.

Not Recommended:

Discarding historic material when it can be reused within the rehabilitation project, or relocating it in historically inappropriate areas.

Guideline 16: Install permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior spaces.

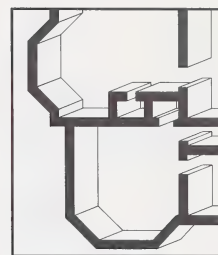
Not Recommended:

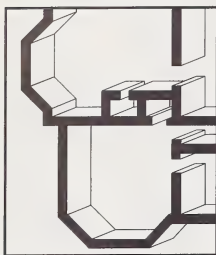
Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.

Guideline 17: Enclose an interior stairway, where required by code, so that its character is retained. In some cases, glazed fire-rated walls may be used.

Not Recommended:

Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.





Guideline 18: Place new code-required stairways or elevators in secondary and service areas of the historic building.

Not Recommended:

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.

Guideline 19: Create an atrium or a light well to provide natural light, when required for the new use, in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.

Not Recommended:

Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.

Guideline 20: Add a new floor, if required for the new use, in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.

Not Recommended:

Inserting a new floor within a building that alters or destroys the fenestration, radically changes a character-defining interior space, or obscures, damages, or destroys decorative detailing.

6.10 Mechanical and Electrical Systems

Heating, air conditioning, electrical, and plumbing



Guideline 1: Identify, retain, and preserve visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.

Not Recommended:

Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Guideline 2: Protect and maintain mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.

Not Recommended:

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

Guideline 3: Prevent accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

Not Recommended:

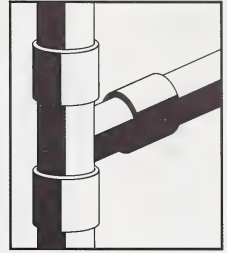
Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Guideline 4: Repair mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

Not Recommended:

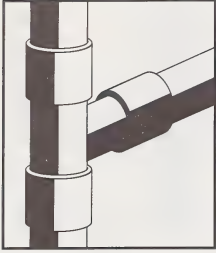
Replacing a mechanical system or its functional parts when it could be upgraded and retained.

Guideline 5: Replace in kind, or with a compatible substitute material, those visible features of mechanical systems that are either extensively deteriorated or are missing when there are surviving prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.



The visible features of historic heating, lighting, air conditioning and plumbing systems may sometimes help define the overall historic character of the building and should thus be retained and repaired, whenever possible. The systems themselves (the compressors, boilers, generators and their ductwork, wiring and pipes) will generally either need to be upgraded, augmented, or entirely replaced in order to accommodate the new use and to meet code requirements. Less frequently, individual portions of a system or an entire system are significant in the history of building technology. However, often specific elements or features can be retained despite the need for significant upgrading of the overall system. These might include original lighting fixtures and switchplates, or standing radiators and grille work. The identification of character-defining features or historically significant systems should take place together with an evaluation of their physical condition early in project planning.

Twin Gables, Registered Historic Resource, Calgary



Not Recommended:

Installing a replacement feature that does not convey the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Alterations/Additions for New Use

Guideline 6: Install a completely new mechanical system, if required for the new use, so that it causes the least alteration possible to the building's floor plan and exterior elevations; and the least damage to historic building material.

Not Recommended:

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Guideline 7: Install the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

Not Recommended:

Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.



This is an example of an elaborate floor grate. Once lost, features such as these are very difficult to replace.

Concealing mechanical equipment in walls or ceiling in a manner that requires the removal of historic building material.

Installing "dropped" acoustical ceilings to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Guideline 8: Install air conditioning units if required by the new use in such a manner that the historic materials and features are not damaged or obscured.

Not Recommended:

Cutting through features such as masonry walls in order to install air conditioning units.

Guideline 9: Install heating/air conditioning units in the window frames in such a manner that the sashes and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

Not Recommended:

Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

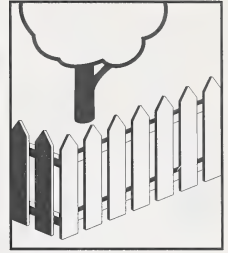
Guideline 10: Install additional light fixtures (such as interior lighting that is required for a new use or exterior lighting) which are consistent with existing lighting and the building's historic character.

Not Recommended:

Installing new light fixtures which detract from the historic character of the building or damage significant material.

6.11 Building Site

Buildings, landscape, and archaeological resources



The site of an historic building should be considered an integral part of overall planning for rehabilitation project work. It presents particular challenges such as, the relationship among buildings, the restoration of landscaping and the possible need to investigate its archaeological resources.

Stephansson House,
Provincial Historic
Resource, Markerville

Guideline 1: Identify, retain, and preserve buildings and their features, as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms, and drainage or irrigation ditches; and archaeological features.

Not Recommended:

Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the building site so that, as a result, the character is diminished.

Guideline 2: Identify, retain, and preserve historic landscaping features including gardens, plantings, open space, fencing, and decorative features.

Not Recommended:

Removing or altering historic landscaping.

Guideline 3: Retain the historic relationship among buildings, landscape features, and open space.

Not Recommended:

Removing or relocating historic buildings or landscape features, thus destroying the historic relationship between buildings, landscape features, and open space.

Removing or relocating historic buildings on a site, or in a complex of related historic structures such as a mill complex or farm, thus diminishing the historic character of the site.

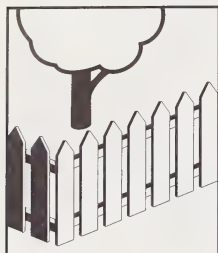
Moving buildings onto the site, thus creating a false historical appearance.

Lowering the grade level adjacent to a building to permit development of a formerly below-grade area, such as a basement, in a manner that would drastically change the historic relationship of the building to its site.

Guideline 4: Protect and maintain the buildings and the site by providing drainage to assure that water does not erode foundation walls, does not drain toward the building, or erode the historic landscape.

Not Recommended:

Failing to maintain site drainage so that buildings and site features are damaged or



destroyed; or, alternatively, changing the site grading so that water improperly drains.

Guideline 5: Survey areas where major terrain alteration is likely to affect important archaeological sites.

Not Recommended:

Failing to survey the building site prior to the beginning of rehabilitation project work so that, as a result, important archaeological material is destroyed.

Guideline 6: Minimize disturbance of terrain around buildings or elsewhere on the site; thus reducing the possibility of destroying unknown archaeological materials.

Not Recommended:

Introducing heavy machinery or equipment into areas which may disturb archaeological materials.

Guideline 7: Protect and preserve known archaeological material whenever possible in the place where it is found.

Not Recommended:

Leaving known archaeological material unprotected and subject to vandalism, looting, and destruction by natural elements.

Guideline 8: Plan and carry out any necessary investigation, using professional archaeologists and modern archaeological methods, when preservation in place is not feasible.

Not Recommended:

Permitting unqualified project personnel to perform data recovery so that improper methodology results in the loss of important archaeological material.

Guideline 9: Protect the building and other features of the site against arson and vandalism before rehabilitation work begins (e.g., erecting protective fencing and installing

alarm systems that are keyed into local protection agencies).

Not Recommended:

Permitting buildings and site features to remain unprotected so that plant materials, fencing, walkways, archaeological features, etc. are damaged or destroyed.

Stripping from the buildings and the site features (e.g. wood siding, iron fencing, masonry balustrades); or destroying landscape features including plant material.

Guideline 10: Provide continued protection of masonry, wood, and architectural metals which comprise building and site features through appropriate treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coatings.

Not Recommended:

Failing to provide adequate protection of materials on a cyclical basis which results in the deterioration of building and site features.

Guideline 11: Provide continued protection and maintenance of landscape features including plant material.

Not Recommended:

Failing to provide adequate protection of landscape features and plants so that historic plantings or features are damaged or lost.

Guideline 12: Evaluate the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.

Not Recommended:

Failing to undertake adequate measures to insure the preservation of site features.

Guideline 13: Repair features of the buildings and the site by reinforcing the historic materials. Repair will also generally include

replacement, with a compatible substitute material, of those deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.

Not Recommended:

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and replacement of deteriorated or missing parts is appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

Guideline 14: Replace in kind an entire feature of the building or site that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended:

Removing a feature of the building or site that is irreparable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Note: *The following practice(s) is/are only recommended as a last resort. Only when no remnants of the original component remain intact should complete replacement be considered.*

Design for Missing Historic Features

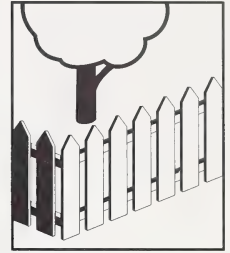
Guideline 15: Design and construct a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, archaeological, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

Not Recommended:

Creating a false historical appearance because of insufficient historical, pictorial, and physical documentation.

Introducing a new building or site feature that is out of scale or otherwise inappropriate.

Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.



Alterations/Additions for New Use

Guideline 16: Design new on-site parking, loading docks, or ramps, when required by the new use, so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.

Not Recommended:

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

Guideline 17: Design new exterior additions to historic buildings, or adjacent new construction, which is compatible with the historic character of the site and which preserve the historic relationship among buildings, landscape features, and open space.

Not Recommended:

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, colour and texture, or which destroys historic relationships on the site.

Guideline 18: Remove non-significant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended:

Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.

7.0 Further Information

For more information on the protection of historic resources contact Alberta Community Development. The Appendices that follow offer other, specific sources of information.

Appendix I: General Definitions

Archaeological Resource

An archaeological resource is a work of man that:

- i) is primarily of value for its prehistoric, historic, cultural, or scientific significance, and
- ii) is or was buried or partially buried in land in Alberta or submerged beneath the surface of any watercourse or permanent body of water in Alberta. This includes those works of man or classes of works of man designated by the regulations as archaeological resources.

Conservation

Conservation encompasses all actions aimed at the safeguarding of heritage for the future. Its purpose is to study, retain and restore the culturally significant qualities of the resource with the least possible intervention.

Heritage

Heritage is a broad term which refers to all that is inherited from the past. It therefore includes the built environment, those buildings and works of man affecting the landscape which remain from the past, sites of historic events, historic skills, behaviours and patterns of life. A community's heritage encompasses its entire environmental inheritance.

Heritage Recording

The process of documenting and illustrating what is significant or valuable about a historic structure. The results of the recording should be a clear, accurate and concise report, containing drawings, photographs and written analysis of the historic structure. The action of recording or documenting a heritage resource is an integral part of the preservation process. Not only does it necessitate a thorough scientific analysis of the building, but it also ensures that an archival reference will be created that describes the resource in detail, despite the fate of the building in the future.

Historic District

An historic district or conservation area denotes a neighbourhood unified by an architectural style and/or historical development.

Historic Resource

An historic resource refers to any work of nature or of man that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest including, but not limited to, a palaeontological, archaeological, prehistoric, historic or natural site, structure or object.

Historic Site

An historic site refers to any site which includes an historical resource of an immovable nature or which cannot be disassociated from its context without destroying some or all of its value as an historical resource.

Historic Structure Report

This is a document prepared on an historic building, structure or group of properties, which records and analyses the original construction, later alterations, current state or condition of architectural materials, and overall structural stability. Such reports are developed through the investigation of historical, archaeological and physical evidence and should identify all significant features of the resource and appropriate approaches to their conservation.

Interpretation

Any communication process designed to reveal the characteristics, meanings and relationships of Alberta's cultural heritage to the public through reference to objects, artifacts, landscapes, structures or persons.

Intervention

In the context of historic preservation, an intervention refers to one of many levels of action instigated by man which disrupts the original state of an historic site or resource. There are five main levels of intervention that are commonly practised: stabilization, preservation, restoration, rehabilitation, and reconstruction. All represent different intensities of design intervention.

Monuments

Monuments are architectural, industrial or engineering works such as works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, caves,

gardens and combinations of features which are of outstanding universal value from the point of view of history, art, or science.

Preservation

Preservation is the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, as well as ongoing maintenance of the historic building materials.

Reconstruction

The reconstruction of an historic site involves the reproduction, by means of new construction, of the exact form and detail of an entire structure or part thereof which no longer exists, as it appeared at a specific period of time.

Rehabilitation

The rehabilitation of an historic site involves repairs and alterations to enable the efficient and contemporary use of the property, while at the same time preserving the significant historical and architectural features.

Remodelling

A process which involves the upgrading or replacing of interior components, frequently in rooms such as kitchens or bathrooms.

Renovation

This is a generic term used to describe various levels of intervention including remodelling, recycling and rehabilitation. It refers to the improvement of existing buildings or neighbourhoods.

Restoration

The restoration of an historic site requires the accurate restoration of the form and details of the property, and its setting, as it appeared at a particular period of time, by means of the removal of later work and/or the replacement of missing earlier elements. While this is a pure form of preservation activity, it is not always recommended due to the potential importance that later physical alterations can bring to the historical development of the site.

Retrofitting

Retrofitting involves the upgrading of an existing building to meet code requirements (e.g., fire or emergency exits). This process often includes the installation of new insulation as a means of energy conservation.

Revitalization

Revitalization is a term which describes the process of economic, social, physical and cultural redevelopment of an area or street.

Stabilization measures are designed to protect a property from deterioration, loss, or attack. In the case of buildings or structures, when such treatment is of a temporary nature and anticipates future historic preservation treatment, it is known as “mothballing”. Long term stabilization measures are employed when a greater level of intervention is not planned in the foreseeable future. They allow a structure to be used, yet protect both it and visitors. In the case of archaeological sites, the protective measures may be temporary or permanent.

No. 3 in the *Heritage Notes* Series, “Definitions of Preservation Terms”, by Gary Duguay, provides more information on this subject.

Appendix II: Professional Assistance

There are a variety of professionals working in the preservation field who will be able to provide you with advice or services related to the rehabilitation of your historic resource. However, the first agency that should be contacted if you have questions regarding your designated building is Architectural Preservation Services. If departmental staff are not able to directly help you with your concern, then they will be able to refer you to a number of alternative sources for information. Their address is as follows:

**Architectural Preservation Services
Historic Sites and Archives Service
Alberta Community Development
Old St. Stephen's College
8820 - 112 Street
Edmonton, Alberta
T6G 2P8**

Tel: 427-2020 (free through your local government RITE operator)

Another professional source that you may wish to contact is a registered architect.

1. Registered Architects

Depending on the nature and extent of your rehabilitation plans, an architect may or may not need to be consulted. However, if the project involves any structural alterations or additions, it is good practice to first contact an architect to review your plans. These could range from the replacement of a mechanical system to the addition or enlargement of usable living space.

Architects are trained to provide advice on planning and design of buildings of any size or kind. They are specialists in the design of both new construction and the renovation of existing structures. Some architects however, are specially trained and experienced in the preservation and rehabilitation of heritage buildings. Such architects or architectural firms are most familiar with the types of challenges and opportunities typically encountered in older buildings.

Selecting an Architect

The selection of a suitable architect can be of vital importance for the success of your project. Before hiring an architect, you should be aware of the individual's qualifications as a professional and his or her approach to design. In addition, you should seek an architect who understands your requirements and with whom you can work co-operatively.

Although you may wish to select an architect through your own sources of reference, registered architects may be easily referred by contacting The Alberta Association of Architects. Registered architects have acquired their expertise through a minimum of five years of university training followed by three years practicum as an intern architect and passing grades on Canadian Architectural Registration Examinations. They are issued with a professional seal which by law must be affixed to any final design drawings that they prepare for buildings. The application of this professional seal is your assurance that the design meets with the requirement of the Alberta Building Code and other safety regulations. For specific information regarding the Alberta Building Code, please refer to Appendix IV for a summary.

The Alberta Association of Architects retains an updated list of registered architects and can provide you with a selection of architects that have special expertise in the area of heritage preservation and rehabilitation. They also will be able to refer you to suitable architects within your geographic area in the province. To obtain a list of registered architects that are most suited to your particular project, please contact the Association at the following address:

**The Executive Director
The Alberta Association of Architects
Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta
T6E 4S1
Phone: 432-0224**

Costs and Benefits:

Charges for services vary with the size and type of project. Traditionally, a percentage fee based

on the cost of the work is the principal method of exacting payment. However, hourly and daily rates can also be arranged. You should clearly understand the extent of the service the architect will provide, and how this service translates into the actual dollar cost for professional service, before entering a contract. The architect's fee for services is only a small part of the actual building cost and the savings the client will realize are potentially far greater.

There are a number of services that you can expect to receive from an architect. Generally, the architect prepares a preliminary study of the project, in sketch and written form, based on your requirements. If necessary, the architect will also obtain additional assistance from engineering consultants or other specialists. A cost estimate of the project will then be prepared on the basis of the preliminary study. These costs may then be adjusted by altering the original requirements or the design.

Following your approval of the preliminary design, the architect will then finalize the design and commence preparation of the working drawings and specifications for tenders. If you wish, contractors will at this point be invited to submit tenders which will include the exact cost of the project. The architect will then assist you in selecting the most suitable contractors to implement your project. Throughout the construction period, the architect will be available to conduct regular inspections of the work to ensure that the contractors are adhering to the specifications. In this way, you will be kept informed of the progress of the work with prior knowledge of the extent of the costs. More information on the range of services offered by architects can also be obtained by contacting the Association at the address given above.

2. Other Sources of Professional Assistance

Other potential sources of information to assist you in learning more about your building or the process of rehabilitation can be readily obtained in Alberta.

The following is a list of agencies which have the resources to be of assistance:

Professional Information:

Association of Professional Engineers Geologists & Geophysicists of Alberta (APEGGA)
15th Floor, 10060 Jasper Avenue
T5J 4A2
426-3990

Technical Information:

Restoration Resource Centre
Alberta Association of Architects
10515 Saskatchewan Drive
Edmonton, Alberta
T6E 4S1
432-0224

Resource Centre
Faculty of Environmental Design
9th Floor, Earth Sciences Building
University of Calgary
T2N 1N4
220-6815

Historical Information:

Provincial Archives of Alberta
12845 - 102 Avenue
Edmonton, Alberta
T5N 0M6
427-1750

Glenbow-Alberta Institute Archives
130 - 9th Avenue S.E.
Calgary, Alberta
T2G 0P3
264-8300

Alberta Historical Resources Foundation
8820 - 112 Street
Edmonton, Alberta
T6G 2P8
427-2022

Land Titles Office (Northern Alberta)
10365 - 97 Street
Edmonton, Alberta
T5J 3W7
427-2742

Land Titles Office (Southern Alberta)
620 - 7th Avenue S.W.
Calgary, Alberta
T2P 2R4
297-6511

Appendix III: Requirements of the Archaeological Survey of the Provincial Museum of Alberta

When an historic or prehistoric site is designated as an historic resource by the government of Alberta, everything of historic significance, above and below the ground, is protected under the Alberta Historical Resources Act. That portion below the surface of the ground consists of the archaeological record.

Modifications to an historic property (e.g., the restoration of an historic building) may endanger the archaeological remains associated with it. Proposed plans for restoration or development of an historic resource should be brought to the attention of the Archaeological Survey of the Provincial Museum of Alberta. Architectural Preservation Services will notify the Survey if the proposed project has the potential of disturbing the ground defined by the title of the property. A government archaeologist will then inspect the site and assess the need for further archaeological studies. That individual may or may not recommend that further recovery of archaeological remains take place.

If further archaeological investigations are necessary, those individuals or groups (e.g., local historical societies) responsible for development of the site will hire the services of a professional archaeologist, usually a private consultant. This person will carry out the necessary work, under the guidelines and archaeological research permit regulations set by the Archaeological Survey of the Provincial Museum of Alberta. The group responsible for development will pay for the archaeological research with government grants or other funds available for the project.

It is the policy of the Archaeological Survey of the Provincial Museum of Alberta to oversee the project and ensure that all archaeological research meets the initial requirements and guidelines, adds historic information or enhances the project, and protects the remaining archaeological resources at the site. This research will be carried out in a timely fashion, to prevent delay in restoration activities.

Any further questions regarding the role of the Archaeological Survey of the Provincial Museum of Alberta, or information concerning the treatment of archaeological resources, can be directed to:

**Archaeological Survey
Provincial Museum of Alberta
Alberta Community Development
12845 - 102 Avenue
Edmonton, Alberta
T5N 0M6
Phone: 453-9147**

Appendix IV: Application of the Alberta Building Code

Construction and rehabilitation work conducted on designated historic resources is governed by the Alberta Building Code (1990). The Code contains special provisions for alterations to existing buildings, which outline the requirements for work carried out on designated resources. The Code also stipulates the circumstances under which the services of a “registered architect” or “professional engineer” are required. In all instances where alterations or additions are considered, the local building inspector should be consulted to ascertain the need for building permits. At this time, the building inspector will also indicate whether the services of a professional engineer or registered architect are required. The staff of Architectural Preservation Services Programme of the Historic Sites and Archives Service may also recommend the retention of a professional where the work proposed is of significant complexity.

The building code sets out the requirements for changes to any existing building, including designated historic resources. Specifically, in Section 1.2.2, the code requires:

- that when a building is renovated or repaired, the level of safety and building performance not be decreased
- that any construction lawfully in existence prior to 1990, when the current code became law, shall be considered acceptable as long as it is not unsafe
- that where a change in the nature of the use of the building occurs, such a change will be permitted provided that the building is considered safe for the proposed new use

In the interpretation of these requirements, the code allows for some discretion on the part of the local building inspector. Where compliance with the requirements of the code prove difficult, in that they require alteration to significant original material, the code allows the inspector to accept an alternative approach, as long as it provides an

equivalent level of safety. The code also allows the inspector to approve a proposed plan, subject to certain conditions.

The acceptance of equivalent solutions, or the conditional acceptance of a potentially unsafe situation with compensating safeguards, have been permitted to allow owners of designated resources to achieve their proposed goals without significant alterations to the historic appearance of their buildings. Examples of such approaches are:

- limiting public access to the ground floors of historic sites, where second floors lack the required number of exits or are structurally unsafe for large numbers of visitors. Here, the damaging effects of adding additional stairs are prevented, although the general public is denied access to portions of the building
- the provision of an automatic fire alarm system or, in some cases, sprinkler systems, in structures where such would not normally be required as an alternative to constructing an additional staircase to a second floor in order to ensure safety for public access.

In instances where the Building Code would require significant alterations to a structure, in order to provide the required level of safety, obtaining the services of a professional architect in developing suitable, less destructive alternatives is strongly recommended. In developing such alternatives, the owner, or his consultants, working together with the local building inspector, may wish to apply directly to the Director, Building Standards, in Edmonton to obtain assistance and/or a ruling. The staff of Alberta Labour, Building Standards, is experienced in finding solutions to building code concerns which respect both the need for a safe building and the need to preserve architectural character.

In situations where requirements of the Building Code may detrimentally affect the architectural character of a designated building, it is recommended that the owner or the project architect contact the Architectural Preservation Services Programme for assistance when approaching local or provincial Building Code authorities.

Alberta Labour, Building Standards may be contacted at:

**Client Services Division
Alberta Labour, Building Standards
10808 - 99 Avenue
Edmonton, Alberta
T5K 0G5
427-8265**

Appendix V: Safety Issues for Preservation Projects

This appendix is intended as a general introduction to some of the health and safety issues involved in the restoration process.

Architectural preservation projects must operate with the same safety concerns for both workers and the public as any other construction projects, but preservation work involves additional hazards which must be recognized. When carrying out any restoration work on an historic structure, some of the historic building materials themselves, as well as the chemicals or processes used to work on them, can be dangerous. Poisons can enter the body by ingestion or inhalation, but can also be absorbed through the skin. Also, the effects of many poisons may be cumulative rather than immediately obvious. Remember that the best safety measures are preventive, and must be used consistently.

When using stripping chemicals to remove paint, ensure the area is well ventilated and follow the manufacturer's directions to the letter. For example, methanol can make an unprotected worker dizzy and nauseated, cause upper respiratory irritation and impaired vision, possibly permanent. Methylene chloride can cause painful burns to the skin, corneal scarring, oxygen deficiency in the blood and is a suspected carcinogen. Benzene, a component of many solvents, is also a suspected carcinogen. Its immediate effects are dizziness, drowsiness and irritation of the skin and upper respiratory tract. Long term effects can damage bone marrow and blood cells, resulting in aplastic anaemia or leukemia. Toluene, sometimes a component of both paint removers and paint, can cause intense headache, skin and respiratory irritation. Chronic exposure may cause liver and kidney damage. These chemicals are even more dangerous for children under six, pregnant women, seniors and people with heart or lung conditions. Paint thinners, such as turpentine and mineral spirits, should also be used with caution. All these substances are extremely flammable as well.

When carrying out even limited demolition on an historic structure, workers can unknowingly come into contact with dangerous substances, such as lead-based paint, asbestos and plaster dust. Paints

in older buildings may contain lead, which causes lead poisoning. Workers should wear a respirator with a filter small enough to remove lead particles from the air, not just a dust mask. Many buildings have asbestos in the insulating wraps around boilers and steam pipes, as well as asbestos board and asbestos-cement shingles. Asbestos becomes a serious health hazard when it is airborne, and may cause asbestosis, cancer of the lung, digestive tract and their linings. For this reason, professional removal is recommended. Plaster dust is extremely irritating to the upper respiratory system, nasal passages and sinuses, because it is so alkaline. Once again, proper respiratory protection is recommended.

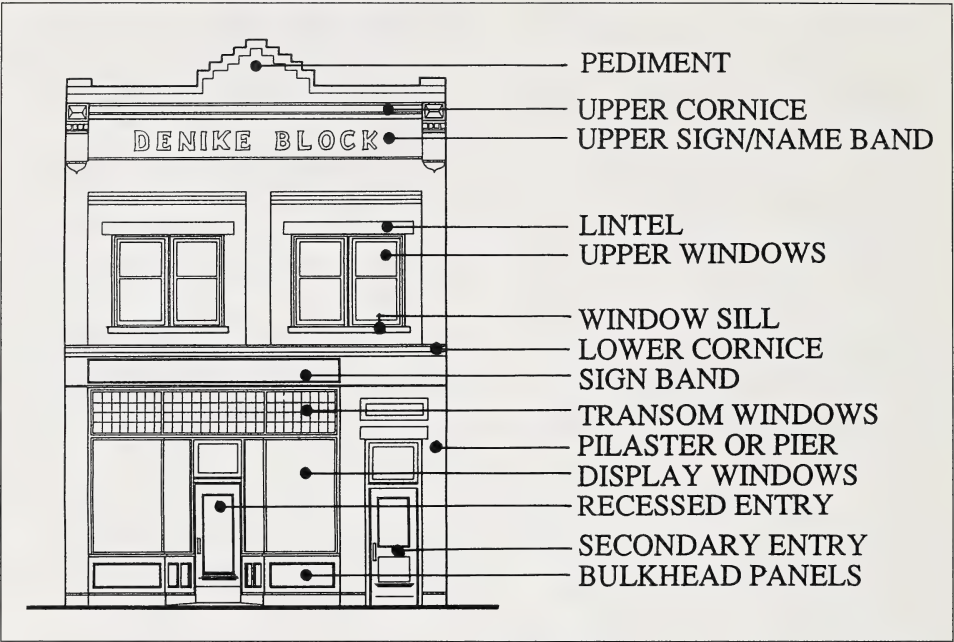
Another possible danger faced during work on historic structures, especially those which have been abandoned, is histoplasmosis. The fungus that causes this potentially deadly disease of the respiratory and nervous systems is found in the droppings of bats, pigeons and other fowl. The soil around the building may also be dangerous. For this reason, workers in contaminated areas should wear a mask which is able to filter particles of one micron.

It is a good idea to read through recent preservation literature to see which materials have been identified as a health and safety concern. During renovations, even new materials can be hazardous; for example, cement dust or sawdust from treated lumber should not be inhaled and wet portland cement can burn when in contact with skin. Before beginning any restoration work, find a local safety supplier and purchase the appropriate equipment for the work to be done. No matter what the project, proper protective gear and clothing must be worn. Be sure to comply with the Chemical Hazards Regulations (393/88) under the Province of Alberta's Occupational Health and Safety Act. Common sense and regular on-the-job safety practices must be followed to prevent injuries and help to ensure a successful architectural preservation project.

For more definitive information on any of these issues, contact:

Alberta Occupational Health and Safety
10709 Jasper Avenue
Edmonton, Alberta T5J 3N3
427-2320.

**Appendix VI: The Parts of a Commercial
Facade**



Taken from the *Design
Guidelines; Main Street
Lacombe*, with permission
of the Alberta Main Street
Programme.

Bibliography

Part I - Organizations

Organizations concerned with preservation, maintenance and conservation of structures include:

American Association for State and Local History (AASLH), Suite 202, 172 Second Avenue N., Nashville, TN, U.S.A. 37201.

Association for Preservation Technology (APT), Box 8178, Fredericksburg, VA, U.S.A. 22404.

Canadian Conservation Institute, 1030 Innes Road, Ottawa, Ontario, K1B 4S7.

The National Trust, 31 Queen Anne's Gate, London, SW1H 9AS, England.

Environment Canada, Historic Parks and Sites Directorate, Les Terrasses de la Chaudière, 10 Wellington Street, Hull, P.Q., K1A 0H3.

The Heritage Canada Foundation, P.O. Box 1358, Station B, Ottawa, Ontario, K1P 5R4.

International Council of Monuments and Sites (ICOMOS), ICOMOS/Canada Committee, P.O. Box 737, Station B, Ottawa, Ontario, K1P 5R4.

The National Trust for Historic Preservation, 1785 Massachusetts Avenue N.W., Washington, D.C., U.S.A. 20036.

The Society for the Protection of Ancient Buildings, 37 Spital Square, London E1 6DY, England.

Society for the Study of Architecture in Canada, Box 2302, Station D, Ottawa, Ontario, K1P 5W5.

Organizations Concerned with Alberta's Architectural Heritage

Alberta Historical Resources Foundation, 8820 - 112 Street, Edmonton, Alberta, T6G 2P8.

Alberta Main Street Programme, Alberta Historical Resources Foundation, Suite 301, 525 - 11th Avenue S.W., Calgary, Alberta, T2R 0C9.

Old Strathcona Foundation, 2nd flr., 8520 - 104 Street, Edmonton, Alberta, T6E 4G4.

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